

**SECHELT PUBLIC LIBRARY ASSOCIATION
BOARD OF TRUSTEES - MEETING MINUTES****September 27, 2023****In Person – Library Community Room**

Present: Rhian Piprell – Board Chair Ann Hopkins – Board Member
Patricia (Pat) Harvey – Vice Chair Jack Young – Board Member
Leianne Emery – Library Director

Regrets: Ruth Moore – Board Member Garry Nohr – Board Member
Paula Selmayr – Board Member Dixie Meagher – Secretary/Treasurer
Adam Shepherd – District of Sechelt Representative
Justine Gabias – SCRD Representative

Minutes: Jessica Kraus – Library Administrative Assistant

1. Call to Order

Rhian called the meeting to order at 9:08. We acknowledge that we are meeting on the unceded ancestral and traditional lands of the shishàlh Nation and thank them for their generosity.

2. Adoption of Current Agenda

Motion to approve the agenda.

Motion: Pat Harvey **Second:** Ann Hopkins **Carried**

3. Adoption of Previous Minutes

Motion to adopt the previous minutes from meeting held August 30, 2023.

Motion: Ann Hopkins **Second:** Jack Young **Carried**

4. Ongoing Business

4.1 Board Photo: It was decided that the next Board group photo will be taken at the 2024 AGM and will be submitted to the Coast Reporter.

4.2 Board Strategic Plan: Rhian and Leianne met with Andrea Freeman, a previous chair of ABCPLD, to discuss the strategic plan from the perspective of a library. Rhian and Leianne intend to research plans from other libraries and develop a plan for SPL. John Talbot is another potential resource for developing this plan.

4.3 Library Board Quiz Night: This event has been rescheduled for the Spring.

4.4 Letter of Appreciation to Dylan at the DoS: Sent by Rhian.

4.5 Library Donation Brochure: Still in progress. Leianne provided a sample to work from.

5. New Business

5.1 Jack raised the subject of board and staff introductions. In an effort to facilitate introductions between Library staff and Board members, Jessica will request head shot photos from Board

members that can be posted. Board members are also encouraged to introduce themselves to Library staff.

6. Library Director's Report (August 2023)

Leianne emailed copies of the Director's Report and the Sechelt Library Accessibility Plan to all Board Members prior to the meeting and copies of the Director's Report are available on the Library website. She noted the following highlights:

- Cover Photo: Rob Williams was hired to install new display shelving to help showcase library items and thus, increase circulation.
- Accessibility Plan: As per BC Government regulations, Leianne has developed and written the Accessibility Plan Report for the SPL with review and editing from Janette. It identifies all the regulatory requirements as well as areas to develop and/or improve accessibility with the idea of implementing these changes gradually. It also lays out ideas to consider when making decisions for the Library. The Board commended Leianne for her hard work and thorough approach in getting this report completed with little or no instruction or guidance from authorities making the request.
- Magazine and Computer Area: Layout changes are still underway. A collaboration with the Sunshine Coast Camera Club will have local photos displayed on the walls as well. Plaques have been mounted on the new rolling shelves acknowledging the Friends of the Library for their generous donation.
- New Hire: Jolene Good has been hired as a Public Service Assistant (Casual).
- Books for Babies 2023: Bags are ready and being distributed in the Library as well as with the Sechelt Health Unit and Pender Harbour Health Unit.
- Outdoor Book/Media Return Bins: replacement or repair of worn bins is being considered. In discussion with the Board today, it was decided unanimously to move forward with the replacement of the two library return bins with new ones. Leianne and Jessica will discuss location logistics with Library and DoS staff.
- Bomb Threat Procedures: discussed with staff after many libraries in the US receiving threats. Leianne and Jessica working on developing written procedures to include in emergency plan.
- CRA Super Clinic: Leianne, Charlotte and Jason met with representatives from Service Canada to discuss logistics for October 27 event. If it goes well, the library will consider making it a regular occurrence.
- Cognitive Care Kits: have been assembled and are awaiting processing and cataloguing. Along with the marketing already planned, Ann offered space with Elder College for advertising.
- Building Renovation Plans: Jessica provided an update on the status of the renovation plans. The DoS will be posting a Request for Proposal this week to select a proposal for the provision of consulting services for the Municipal Hall building envelope and possible architectural improvements as outlined in the Engineering Reports from 2021. They are anticipating phase 1 and 2 construction to start June 2024.
- Vandalism: Broken window in teen area. With window replacement scheduled for next year, this small window will stay boarded up for now.
- Upcoming Events: Many programs and events planned for October – a larger brochure format was required!

7. Board Committee Reports

Policy Committee: Has met and is in the process of researching policy manuals from other libraries to determine a format and wording that simplifies and is more accessible. Another meeting is scheduled for October.

8. Liaison Reports

Friends of the Library: (via e-mail) \$1,881.50 made at last book sale.

InterLink (Ann Hopkins): report from meeting last night:

- Author series going well, future uncertain however due to funding by grants
- Employee training available, 8 sessions covering primarily personnel issues
- Partial strategic plan currently in the works, budget \$15,000-\$30,000
- Board training available through grant funding, “Indigenous Awareness”
- E-book training available October 30, 2023
- Audit of InterLink Board Skills
- Needing to provide assistance to homeless people and drug users is turning into a major issue with many libraries
- North Vancouver is performing a “Way Finding” assessment to determine how well patrons can find their way in their libraries. They are also considering implementing E-cargo Bikes (the borrowing of an e-bike loaded with books)
- Despite being limited by time constraints, Ann was able to report on the SPL strategic plan and Cognitive Care Kits

9. Local Government Representative Reports

9.1 District of Sechelt, Adam Shepherd: None

9.2 Sunshine Coast Regional District, Justine Gabias: None

10. Financial Report

10.1 Board Treasurer, Dixie Meagher (via e-mail) reviewed the statements and advised approval.

10.2 Adoption of Financial Statements - August 2023

Motion to accept the August 2023 Financial Statements

Motion: Jack Young

Second: Ann Hopkins

Carried

11. Action Items

- Library Donation Brochure – Ann Hopkins, in progress
- Board Strategic Plan – Ongoing with Leianne and Rhian
- Board Photo – Jessica to arrange a Board photo after the 2024 AGM
- Staff Introductions – Jessica will request head shots from Board Members to post for staff introductions



Space to think

12. Adjournment

Motion to adjourn meeting.

Motion: Pat Harvey

Second: Jack Young

Carried

The meeting was adjourned at 10:37

The Next Meeting will be October 25, 2023 in the Library Community Room